



DEPARTMENT OF THE NAVY
COMMANDER FLEET AIR MEDITERRANEAN
AND COMMANDER NAVAL SURFACE GROUP MEDITERRANEAN
COMMANDER MARITIME SURVEILLANCE AND RECONNAISSANCE FORCES
U.S. SIXTH FLEET
AND COMMANDER MARITIME AIR MEDITERRANEAN

COMBINEDSTAFFINST 12630.2B

N01

JAN 03 2001

COMBINED STAFF INSTRUCTION 12630.2B

Subj: ABSENCE AND LEAVE FOR LOCAL NATIONAL (LN) EMPLOYEES

Ref: (a) Conditions of Employment (COE) Manual for Local
National Employees of the U.S. Armed Forces in Italy
(b) Italian Law N. 53/00
(c) Italian Law N. 104/92

1. Purpose. To publish the leave policies in accordance with references (a) through (c) and to establish procedures for the administration of the absence and leave program for subject employees.

2. Cancellation. COMBINEDSTAFFINST 12630.2A

3. Scope. This instruction is applicable to all LN employees serviced by the Human Resources Office (HRO), Naples, Italy; the HRO, Sigonella, Italy; and the Civilian Personnel Office (CPO) of the Navy Exchanges at Naples and Sigonella.

4. Definitions

a. Annual Leave. A period of paid absence used for the purpose of mental and physical rest.

b. Sick Leave. Paid absence due to sickness or injury which incapacitates the employee for work or for undergoing treatment, tests, or medical examinations.

c. Leave Without Pay (LWOP). Absence from work without pay which may be granted upon request of the employee.

d. Absence Without Leave (AWOL). Unauthorized absence without pay.

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e. Maternity Leave. A period of compulsory absence, with pay, granted to a working mother before and after child delivery.

f. Optional Maternity Leave. A supplemental period of absence, with reduced pay, which must be granted if requested by the employee following expiration of the compulsory maternity leave.

g. Rest Leave. Daily periods of rest with pay, granted upon request of the employee following return from compulsory maternity leave or optional maternity leave.

h. Excused Absence. Absence from duty granted by management for specific reasons, without loss of pay or charge to leave.

i. Court Leave. Paid absence granted to an employee required by court order to appear as a witness on behalf of the United States.

j. Quarantine Leave. A period of paid absence for employees who may be affected with a contagious disease, granted by order of the Italian health authorities.

k. Voting Leave. A period of paid absence granted to employees appointed as voting officials.

l. Student Leave. Paid absence granted to student employees for the purpose of undergoing examinations or attending specific courses of study.

m. Rest Days. Whole days of excused absence, with pay, granted in lieu of reduction in the annual hours of work.

n. Permessi. Excused absence, with pay, granted in hourly increments in lieu of reduction in the annual hours of work.

o. Military Furlough and Military Leave. A period of paid or unpaid absence granted for the purpose of temporarily serving in the Italian military service, with job retention rights.

p. Leave Increments. All types of leave, with the exception of unauthorized absence, are accrued and charged in increments of a whole hour. Unauthorized absence is charged in increments of 15 minutes. For the purpose of converting leave days into hours, one day of leave equals eight hours.

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5. Procedures. Leave is requested by the employee in writing to the respective supervisor, who normally has the authority to approve or disapprove the request in accordance with the conditions established in this instruction. The request for leave is returned to the employee, with the supervisor's approval or disapproval. Approved requests are retained by the employee and submitted to the servicing payroll office, via the supervisor, at the end of the pay period. Employees must be advised immediately of disapproved leave requests, with an explanation of the denial. Leave must normally be requested in advance, with the exception of employees who cannot report for duty due to illness. In such cases, employees must inform the supervisor of the reason for their absence as soon as possible, normally by midshift of the first day of absence. Unjustified failure to report the absence in due time may result in the employee being placed in an AWOL status.

6. Annual Leave. After completion of the probationary period, all employees are entitled to annual leave in the amounts determined by their length of service and employment category as listed below:

a. Annual Leave Entitlement per Calendar Year:

(1) Impiegati and operai hired before
1 September 1957: 28 workdays

(2) Impiegati hired on or after 1 September 1957:

Up to 10 years of service:	22 workdays
Over 10 through 15 years of service:	24 workdays
Over 15 years of service:	28 workdays

(3) Operai hired on or after 1 September 1957:

Up to 10 years of service:	22 workdays
Over 10 through 15 years of service:	24 workdays
Over 15 through 20 years of service:	25 workdays
Over 20 years of service:	26 workdays

b. Annual Leave Accrual. Annual leave is accrued at the rate of 1/12 of the above schedule for each month in a pay status. Fifteen or more calendar days in a pay status in a calendar month are credited as a whole calendar month. The above entitlements apply to full-time employees assigned to a 40-hour-per-week work

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schedule. Annual leave accrual for part-time employees is proportionate to their regular weekly schedule. Annual leave accrual for firefighters assigned to 24-hour-per-day work schedules is proportionate to their regular weekly hours of actual work (48 hours per week). Aggregate amounts of 16 up to 30 calendar days of unauthorized absence or suspension in a calendar year will result in a 1/12 accrual reduction. Leave entitlement for the whole calendar year is credited and available for use from 1 January and should normally be used by 31 December. Leave not used by 31 December is forfeited, with the exceptions listed in paragraph 6f.

c. Annual Leave Schedule. All employees are required to submit their leave preferences to the respective supervisors by 1 April. Supervisors are responsible for scheduling the annual leave of the employees under their supervision by 15 May. The schedules will be established taking into consideration the employee's preferences, as well as the operating requirements. Upon their request all employees, except U.S. Forces Schools (DoDDs) personnel, are entitled to at least two consecutive weeks of annual leave during the period 1 June to 30 September. Employees of DoDDs will be required to take their annual leave during the school recess periods.

d. Granting Annual Leave. Annual leave is granted upon request submitted by the employee and approved by the authorized supervisor in accordance with paragraphs 4a and 5. Annual leave entitlements are converted from days into hours, and the number of hours used are subtracted from the annual accrual. Periods of illness in excess of three calendar days occurring within a period of annual leave may be charged to sick leave, providing the supervisor is timely informed as prescribed in paragraph 5, and the illness is substantiated with a medical certificate which must be forwarded to the supervisor in accordance with paragraph 7e. Unused annual leave due to separation will be monetized and paid by lump-sum upon payment of end of employment pay.

e. Advance Pay. Employees with approved annual leave in excess of two consecutive weeks may be paid in advance the portion of the salary of the leave period. Application for the advance payment must be submitted to the servicing payroll office at least one month before commencement of leave.

f. Annual Leave Carry Over. Unused leave resulting from situations reported in paragraphs 6f(1) through 6f(4) is carried over into the following calendar year, subject to submission of a

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written request from the respective department head or equivalent manager to the appropriate payroll office, via the servicing HRO or CPO. The request must explain the reasons why the employee was unable to use all of the annual leave entitlement. Reasons acceptable for carry over are:

(1) Leave not used because of illness, injury, or maternity leave which extended beyond the end of the calendar year is carried over into the subsequent year for use as soon as possible after return to duty.

(2) Leave accrued during probation overlapping two calendar years is available for use in the calendar year in which the probationary period is completed.

(3) Unused leave due to military service is available for use in the year the employee returns to duty.

(4) Leave not granted for valid operating commitments may be carried over into the following calendar year, for use by the end of April.

(5) When none of the conditions in paragraph 6f(1) through 6f(4) exist, 40 hours of unused leave may be carried into the subsequent calendar year, without justification, for use by the end of April.

g. Employees who have exhausted all annual leave by 1 October, may be advanced up to 40 hours leave from the next year's accrual, if there is positive expectation that the advanced leave will be accrued during the next calendar year.

7. Sick Leave

a. After completion of the probationary period, all employees are entitled to sick leave when they are incapacitated for work due to sickness or injury, or when they need to undergo medical, dental, or optical treatment or for medical tests and analysis. Sick leave is also granted for thermal cures not involving physical incapacity to work, providing the treatment is approved and paid for by the National Health Agency (USL) or Italian Social Security Agency (INPS), with the same limitations established for employees of the Italian Government and private sectors. Employees on sick leave are entitled to job retention as listed below:

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(1) For incapacitation due to on-the-job accident or occupational disease: 36 months

(2) For Tuberculosis (TB) treatment: 18 months

(3) For all other cases: 12 months

b. During authorized sick leave, other than for on-the-job accidents, employees are entitled to regular pay in the following amount:

<u>Length of service:</u>	<u>100% pay for first:</u>	<u>50% pay for following:</u>	<u>LWOP for:</u>
Up to 10 years	4 months	4 months	4 months
Over 10 through 15 years	4 months	6 months	2 months
Over 15 years	6 months	6 months	0 months

For TB cases the number of months on LWOP is ten, eight and six, respectively.

c. During authorized sick leave due to on-the-job accidents, employees are entitled to regular pay in the following amount:

<u>Length of service:</u>	<u>100% pay for first:</u>	<u>75% pay for following:</u>	<u>LWOP for:</u>
All employees	6 months	6 months	24 months

d. Sick leave occurring within 30 calendar days of the last period of sick leave will be regarded as a continuation of the preceding sick leave period. Employees hired under temporary appointments are entitled to sick leave after completion of the probationary period. Temporary employees on sick leave on the date of expiration of the appointment will be separated on such date.

e. Employees who need to take sick leave for the reasons shown in paragraph 7a must submit a written request to their supervisors for approval, normally on form SF-71. Supervisors will review the requests and approve those that are in compliance with this instruction. In case of non compliance, the request

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will be disapproved. The application for leave will be immediately returned to the employee after signature. Leave requests for examination or treatment should be submitted for approval at least 24 hours in advance. Requests for thermal cures must be submitted two weeks in advance to the supervisor, via the servicing HRO or CPO. Applications for leave due to illness occurring while at home must be submitted immediately after return to work; however, the supervisor must be informed of the incapacitation immediately in accordance with paragraph 5. Employees are required to immediately inform their supervisor when sick leave extends beyond two calendar days and forward a medical certificate immediately to substantiate the absence. In particular cases, employees may be required to submit a medical certificate to support absences of less than two calendar days. The requirements must be communicated in writing.

f. Employees who fail to comply with the sick leave regulations set forth in this instruction may be subject to loss of pay and disciplinary action. Supervisors are responsible for ensuring that sick leave benefits are not abused. Cases of suspected abuse must be reported to the servicing HRO or CPO, which will provide necessary assistance and recommend corrective action.

g. When there is reason to believe that an employee is abusing sick leave benefits, supervisors may request the servicing HRO or CPO to make arrangements with the Italian health authorities to conduct a medical inspection at home to verify their health conditions. Medical inspections are paid for by the requesting activity. For this reason, employees on sick leave must be at their domicile during all days of the week, from 1000 through 1200 hours and from 1700 through 1900 hours. All employees must inform the servicing HRO or CPO of the location of their domicile, including temporary changes of address. Employees not found at their domicile for inspection and who cannot justify their absence will be placed in a non-pay status for the first ten days of the absence and will be paid 50 percent of the sick leave entitlement for the rest of the absence.

h. When there are doubts concerning the fitness of an employee because of the frequency of absences due to illness or because of inadequate quality of performance, supervisors may request the servicing HRO or CPO to make arrangements with the Italian health authorities to verify whether an employee is physically and mentally capable of performing assigned duties. The servicing HRO or CPO will make arrangements with the Italian

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health authorities to conduct the verification and will inform the employee's supervisor to direct, in writing, the employee to report for the inspection. These medical examinations are also paid for by the requesting activity. Employees declared permanently unfit to carry out their assigned duties may either be considered for reassignment to other duties compatible with their health conditions, if available, or terminated for disability.

i. Indefinite appointments may be terminated upon expiration of the job retention period listed in paragraphs 7a(1) through 7a(3). The servicing payroll office will inform the respective supervisor and the servicing HRO or CPO of the name of the employee and the date of the job retention expiration. The supervisor will discuss the case within the chain of command, in order to decide whether to terminate the employee or to retain him/her in a non-pay status. If the decision to separate is made, a Request for Personnel Action, SF-52, will be submitted to the servicing HRO or CPO to effect the separation.

j. Employees absent from work for sickness or injury occurring during the probationary period may be placed in a non-pay status or separated without advance notice.

k. Employees affected with a contagious disease may be required to produce a certification of recovery before being allowed to return to duty. In the event U.S. regulations are more stringent than those of the Italian health authorities and do not permit the employee to return to duty, he/she will be granted paid administrative leave until permitted to return to work.

l. Employees may not be granted annual leave while on sick leave.

8. Maternity Leave and Job Protection for Female Employees

a. Compulsory Maternity Leave. In accordance with article 24 of reference (a) pregnant employees must be placed on compulsory maternity leave during the two months preceding the expected delivery date of the child, as evidenced by a medical certificate and during the three months following delivery. In case of early delivery, the difference in days between the estimated delivery date and the actual date of delivery will be added to the three months following delivery in accordance with article 11 of reference (b). The maternity leave preceding delivery may be anticipated for serious health conditions which may cause miscarriage, providing such an anticipation is requested

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and authorized in writing by the competent Italian Labor Inspector. In addition, in accordance with article 12 of reference (b), the compulsory maternity leave may be deferred to one month preceding the expected delivery date if authorized by the Italian official gynecologist (ASL doctor or ASL contracted doctor) and by the "competent physician" (see article 25 of reference (a)), with four months following delivery of the child. Employees on compulsory maternity leave are entitled to regular pay and all benefits due to employees in a regular pay status.

b. Optional Maternity Leave. In accordance with article 14 of reference (a), after expiration of the compulsory maternity leave, employees may request to be placed on optional maternity leave. The maximum duration of the optional maternity leave is six months and must be taken within the first year of the child's life. In accordance with article 33 of reference (c), the mother of a child with a grave handicap may request the six months optional maternity leave until the third year of age of the child, providing the child is not hospitalized. Optional maternity leave is paid at 30 percent of regular pay. Holidays falling during optional maternity leave are paid at the full rate of pay. Optional maternity leave is only creditable for end of employment pay, periodic seniority increments and annual leave accrual category. Annual leave carried over from the previous year must be exhausted before optional maternity leave is granted.

c. Rest Periods and Leave Without Pay. In accordance with article 24 of reference (a), during the first year of age of the child, working mothers are entitled to two periods of rest with pay of one hour each per day which is reduced to one hour per day for part-time employees working less than six hours per day. The rest periods may be combined into one period of two hours upon request of the employee. In accordance with article 33 of reference (c), in lieu of the extension mentioned in paragraph 8b above of the six months optional maternity leave, the mother of a child with a grave handicap is entitled to the above rest period during the first three years of age of the child, providing the child is not hospitalized. Furthermore, in accordance with article 3 of reference (b), the rest period entitlements are doubled for mothers delivering two or more children. In this case, the rest periods may be shared between both parents. Employees on annual leave or sick leave are not entitled to rest period. The initial granting of the rest periods must be coordinated with the servicing HRO or CPO. The parents of a sick child are entitled to leave without pay (LWOP) upon submission of

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written request substantiated by a medical certificate certifying the child's sickness. The LWOP entitlement is limited to five days a year for each parent for children with four to eight years of age, in accordance with article 3 of reference (b).

d. Working Fathers. The benefits listed in paragraphs 8b and 8c may be granted to working fathers upon submission of a statement from the employer of the mother certifying her renouncement of the above benefits. The benefits listed in paragraph 8b may be granted also to husbands of non-working mothers.

e. Protection of Female Employees. Working women may not be terminated between the beginning of the pregnancy and the child's first year of life, except for just cause, closure of the activity to which the employee is assigned, or expiration of temporary appointment. During the pregnancy and up to seven months following delivery, employees may not be assigned to duties that require the carrying or lifting of heavy objects, nor to hazardous, strenuous or unhealthy work. Female employees may not be terminated between the date of publication of marriage vows and the first year of marriage, except for just cause, closure of the activity to which the employee is assigned, or expiration of temporary appointment. During the pregnancy period and the first year of life of the child, female employees may not be required to work overtime or to work between 2400 and 0600 hours.

9. Other Leave With Pay for Special Circumstances

a. Following completion of the probationary period, employees are entitled to 15 calendar days marriage leave. Such leave must be taken on either the date of civil marriage or on the date of the religious marriage.

b. Employees are entitled to three calendar days leave for death of a member of the immediate family. Immediate family includes spouse, children, brothers, sisters, parents of the employee, and parents of the spouse. The three days begin on the day of death of the relative if the employee does not complete the workday, or on the day after when no time-off is taken on the day of death of the relative.

c. One day rest after donating blood to a blood bank accredited by the Italian Ministry of Health.

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d. Employees appointed as voting officials, including party representatives (rappresentanti di lista) during national, European, regional, provincial or city elections and national or regional referendums, are granted voting leave for the time necessary to accomplish the voting service. They will be granted one day compensatory time-off for each day of voting service performed on non-duty days and regular pay for voting service performed on duty days. The grant of voting leave is subject to submission by the employee of a certificate issued by the president of the polling station attesting to the dates the employee served at the polling station. Compensatory time-off is granted upon request by the employee, compatibly with operational requirements. Employees voting in distant areas will be granted annual leave or leave without pay, as requested, in order to travel to and from the polling station.

e. Employees may be excused from work for up to three consecutive days in the following circumstances;

(1) Closure of the installation by order of the base commander due to events beyond control, such as extreme weather conditions, grave interruptions of public transportation, disaster, etc.

(2) Closure of the activity due to breakdown of machinery, retooling, inventory, power failure, and other circumstance for which operational requirements cannot be carried out.

f. During Department of Defense school recess periods, DoDDs indefinite employees who have exhausted all of their annual leave entitlements and who cannot be assigned to other work compatible with their qualifications and employment level, will be granted administrative leave with pay for the duration of the recess.

g. In accordance with article 33 of reference (c), working mothers or working fathers of a child with grave handicap are entitled to three days per month paid absence after the third year of life of the child to assist the handicapped child. The three days are granted only to one worker for the same child, regardless of whether there is a non-working member in the family who can assist the handicapped child. This entitlement ceases upon the child's eighteenth birthday, when there is a non-working member in the family who can provide the assistance. This benefit is

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extended to workers who assist continuously and exclusively a close relative (up to third degree relationship) when there is no other member in the family, working or not working, who can assist the handicapped relative. The entitlement to the three days paid absence ceases when the handicapped child or relative is hospitalized.

10. Other Leave.

a. Miscellaneous. Employees will be granted time off with pay when summoned to appear in Italian court as witnesses on behalf of or in the interest of the United States. In all other cases, such absence is chargeable to permessi, annual leave, or leave without pay. Employees will also be excused, with pay, for orientation or counseling interview, to appear before grievance or disciplinary boards, to participate in conventions, conferences, and meetings upon management request, or to seek employment following receipt of notice of termination for reduction in force, not to exceed half a day per week in the latter case.

b. Student Leave. Employees who attend regular courses of study in accredited primary and secondary schools or universities are eligible for paid student leave to undergo examinations taken on scheduled workdays. They are also entitled to two hours paid student leave per day, for a maximum period of eight days prior to each examination. Management may approve accumulation of these hours into shorter periods. Also, employees who attend special courses leading to formal education with degrees at primary or secondary level or courses that will improve job related skills may be granted up to 150 hours student leave in any three year period, or in one year period, providing the courses are held during duty hours. For courses leading to formal education, time spent to attend the classes will be shared between the employee and the employer on a 50/50 basis. Attendance at courses aimed at improving job-related skills must be approved by the servicing HRO or CPO. All applications for student leave will be submitted to the servicing HRO or CPO, via the employee's supervisor.

c. Quarantine Leave. The Italian health officials have the authority to place an employee on quarantine for reasons requiring isolation, such as a contagious disease in the family. Quarantined employees will be granted administrative leave with pay for the period established by the quarantine order.

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d. Excused Tardiness and Brief Absences. Tardiness and brief absences of less than one hour may be excused by the employee's supervisor. When the supervisor does not feel that the tardiness or the absence is excusable, the employee may be required to apply for permessi, annual leave, or leave without pay or the employee may be placed in an absence without leave status. In the latter case, disciplinary action may also be warranted.

e. Permessi. Employees who need to leave work for short periods for personal reasons may be granted "permessi" leave in accordance with COMFAIRMED Notice 12630 (current edition).

f. Union Leave. Representatives of the recognized labor unions are entitled to use union leave to carry out their union assignments in accordance with COMBINEDSTAFFINST 12711.1c.

g. Pay Day Status. Employees who have delegated their servicing payroll office to deposit their salary and bonuses into a financial institution of their choice will be granted one hour excused time with pay on or after each pay day to collect their salary or bonuses. Excused employees will be in an off-duty status, and the excused hour will be reported on the time card. Employees assigned to afternoon shift or night shift during the week when pay day is held and firefighters assigned to 24-hour-per-day shifts are not entitled to the excused hour. Employees without salary deposit will be granted the time necessary to cash their pay check at the banking facility located in the installation. In order to streamline the check cashing process, employees should be encouraged to delegate one individual to cash groups of pay checks. Time spent during the check cashing is considered duty time and will not be reported on the time card.

h. Elected Officials. Employees elected to city or provincial councils may be placed on leave without pay (LWOP) at their request. If not on leave without pay, they are entitled to administrative leave with pay on the day they are summoned to attend a council meeting. In addition to the above, mayors and presidents of provincial administrations are entitled to up to 48 hours administrative leave with pay per month, while members of the local government (assessori) are entitled to 24 hours. The servicing payroll office should request refund of the above cost from the pertinent city or provincial administration.

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11. Italian Military Service

a. Medical Examination for Military Conscription. Employees ordered to report for medical examinations before beginning military draft are entitled to paid administrative leave for the duration of the above examinations in accordance with orders issued by the Italian military authorities.

b. Conscription Duty. Employees required to perform Italian Conscription Service (servizio militare di leva) after completion of the probationary period will be placed on military furlough. During the furlough, employees will be in a non-pay status. However, the period is creditable for periodical seniority increase accrual, annual leave accrual category, sick leave length of service, length of service for RIF retention points, and length of service for the period of notice of separation.

c. Reserve Duty. Employees required to perform Italian Military Reserve Service (richiamo alle armi) will be placed on military leave. During military leave, they are entitled to regular salary for the first two months and to the difference between the regular salary and the military pay, if lower, starting with the third month. These costs are chargeable to INPS through appropriate adjustment in the social security contributions. Military leave is regarded as regular pay status for the accrual of all benefits.

d. Non-Combatant and Substitute Service. Upon receipt of Conscription Duty Orders (servizio militare di leva), employees who claim to be conscientious objectors and are assigned to non-combatant or substitutive service (servizio militare non armato o servizio sostitutivo civile per obiettori di coscienza) are placed on military furlough in accordance with paragraph 11b above.

e. Return to Duty. Employees discharged from military service are required to report to the employer to resume duty within the following time limitation, with a certificate issued by the Italian military officials certifying the completion of the military duty:

- | | |
|---|------------------|
| (1) Conscription service,
non-combatant and substitute
service: | 30 calendar days |
|---|------------------|

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- (2) Reserve service:
- | | |
|-------------------------|------------------|
| up to 1 month service: | 5 calendar days |
| up to 6 months service: | 8 calendar days |
| over 6 months service: | 15 calendar days |

Failure to return to work within the above limits will be regarded as resignation.

12. Pay Entitlement

Unless otherwise specifically indicated, all the absences with pay reported in this instruction will be paid at the regular hourly rate of pay.

13. Leave Without Pay.

a. Leave without pay (LWOP) is a period of authorized absence in a non-pay status granted at the request of the employee. Except for specific cases when the granting of LWOP is mandatory, supervisors have the authority to approve or disapprove LWOP for less than 30 calendar days. Requests for LWOP for less than 30 calendar days are made on form SF-71. LWOP for 30 days or more, up to a maximum period of six months, may be approved for specific reasons to be considered on a case-by-case basis, such as attending study or research and training directly related to the work of the employee, which is expected to improve skills and performance. LWOP in excess of 29 days, the granting of which is not mandatory, must be requested on an SF-52 and signed by the individual's Commanding Officer, Officer-in-Charge, or equivalent and submitted to the servicing HRO or CPO for processing. Employees are not entitled to pay in case of sickness, maternity, rest days or holidays falling within a period of LWOP.

b. The following are circumstances when LWOP must be approved in order to comply with contractual obligations or legal requirements:

(1) Sick leave in a non-pay status after exhausting pay entitlement in accordance with paragraphs 7b and 7c.

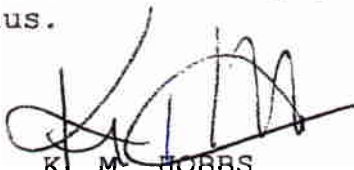
(2) To care for sick children in accordance with paragraph 8c.

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(3) To fulfill political or labor union commitments on the part of employees elected to national, regional parliament, city or provincial councils, or other public office or who are appointed to national, regional, or provincial union office.

(4) Employees elected to national or regional parliament, city or provincial councils, or who are appointed to national, regional, or provincial union office are eligible for extended leave without pay, upon their request, for the duration of the office. Such leave will be requested and approved with the same procedures listed in paragraph 5, with appropriate substantiating documents.

14. Absence Without Leave. Employees absent from work without approved leave and without reasonable justification acceptable to the supervisor will be reported in an absent without leave (AWOL) status without pay. Normally, AWOL employees should be considered for disciplinary action. Employees on strike, regularly announced by the recognized labor unions, will also be reported in an AWOL status. Disciplinary action may be considered when the strike is not properly announced by the unions. No pay or benefits are due to employees in an AWOL status.



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